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Miscellaneous Clerk and Assistant Series

GS-303

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NOTE

This standard has been converted from the original paper format to electronic format without substantive change in series coverage or grading criteria. The standard was reviewed to correct errors that may have been introduced during the conversion process. In some standards minor corrections were made such as updating references to other documents that may have become obsolete, or correcting minor typographical errors in the original standard. Any errors that remain due to conversion to electronic format should be minor and are not intended to change the meaning of the original standard.

If you find page references near the right hand margin of this standard they indicate the pagination of the official, printed version of this standard. For example, a notation "PAGE 2, 4/88, TS-87" would mean that (1) page two of the printed version begins here, (2) the date of issuance was 4/88, and (3) the Transmittal Sheet number was TS-87.

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CONTENTS

COVERAGE	1
EXCLUSIONS	2
NATURE OF THE WORK	3
SERIES DETERMINATION	4
TITLES	5
EVALUATION OF POSITIONS	5
POSITION-CLASSIFICATION STANDARDS	6

This series includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires a knowledge of the procedures and technique involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

This series definition supersedes the definition of the General Clerical and Administrative Series, GS-301. The new definition of the Miscellaneous Clerk and Assistant Series, GS-303, covers only the clerical and other one-grade interval work of the previous GS-301 series definition. The administrative and other two-grade interval work is covered in the revised Miscellaneous Administration and Program Series, GS-301.

COVERAGE

The purpose of this series is to cover one-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

1. that the primary work of the position is one-grade interval in nature; and
2. that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Clerk and Assistant Series, GS-303, involve specialized work for which no appropriate occupational series has been established. Typically, positions in this series are too few of a kind to have been recognized as separate lines of work. Some positions involve new or emerging work or, more rarely, mixtures of work that cannot be identified with an established series (see the SERIES DETERMINATION section of this fly sheet).

EXCLUSIONS

1. Positions that involve work which requires knowledge of specialized processes or subject matter for which a specific series exists. Such positions should be classified in the appropriate specific series, e.g., the Personnel Clerical and Assistance Series, GS-207, the Mail and File Series, GS-305.
2. Positions which cannot be identified with a specialized series, but are covered by another occupational group that has a general or miscellaneous series. Such positions should be classified in that series, e.g., the General Business and Industry Series, GS-1101.

3. Positions that involve performance of general office work in the capacity of a secretary as defined in the Secretary Series, GS-318.
4. Positions that involve a mix of (1) typing or stenography and (2) clerical work which does not require specialized subject matter knowledge (and which does not meet the definition of the Secretary Series, GS-318). If a qualified typist or stenographer is needed, the position should be classified in, respectively, the Clerk-Typist Series, GS-322, or the Clerk-Stenographer and Reporter Series, GS-312.
5. Positions that primarily involve two-grade interval administrative or program work for which there is no appropriate series. Such positions should be classified in the Miscellaneous Administration and Program Series, GS-301.

NATURE OF THE WORK

Work that is classified in a one-grade interval pattern (GS-1, 2, 3, 4, 5, 6, and up) is technician work.

Clerical work involves the processing or maintenance of records or documents which represent the transactions or business of an organization.

PAGE 3, 11/79, TS-37

Assistant or technician work requires knowledge of the methods and procedures that are part of, or subordinate to, an administrative or program area. These workers carry out specific procedures and use established methods. They apply practical knowledges of regulations and precedent cases. Problems and issues that do not fit within the scope of established guidelines are usually referred to administrative or program specialists for resolution.

The duties of assistants and technicians overlap those of trainees in administrative or program fields. In such cases, the purpose of the assignment and the career ladder must be considered. For Administrative or program specialist trainees, such assignments are a temporary stage in their development to do work of a more judgmental and analytical nature. Additional guidance on distinguishing between one-grade interval and two-grade interval work is available in several standards that discuss this issue, e.g., the Personnel Clerical and Assistance Series, GS-203, the Management Clerical and Assistance Series, GS-344, the Medical Technologist Series, GS-644, and the Engineering Group Series, GS-800. Although these discussions relate to particular kinds of work, they may be helpful in understanding differences between one- and two-grade interval work as they relate to the entire General Schedule occupational structure.

SERIES DETERMINATION

Positions frequently involve mixtures of work classifiable in more than one occupational series. As a general rule, mixed positions should be classified in the series appropriate for the paramount qualifications required. For example, where a position requires the services of a fully qualified typist and also involves general clerical work, the typing skill is the paramount recruitment consideration. If qualifications in two or more specialized occupations are equally important, the position should be classified in the series appropriate to the grade controlling duties. If, in such a case, the grade level of the various duties of the position are equal, the position should be classified in any one of the series involved that would provide a satisfactory recruiting base.

PAGE 4, 11/79, TS-37

The qualification requirements of the series in which a mixed position has been classified should constitute the principal recruiting base for filling the position. Other qualifications needed to do the work that fall outside the chosen series may constitute selective or quality ranking factors. Only in those relatively rare cases where none of the qualification standards for the series involved would provide an adequate avenue of recruitment should classification in the Miscellaneous Clerk and Assistant Series, GS-303, be considered.

Some positions involve new or unusual kinds of work not exactly described in any established occupational series. In classifying such positions one should choose the specialized series that best fits the type of work. The fact that the duties of a position do not precisely match the definition of a series does not prohibit its use. If the position requires the same basic qualifications, the series should be used. Again, as in the case of mixed positions, the Miscellaneous Clerk and Assistant Series, GS-303, should be used only as a final recourse.

Certain series definitions do not specifically mention planning, supervisory, or other common functions that may be performed by employees in an occupation. However, if the basic subject matter knowledges, the skills, and the career ladder for the positions engaged in such functions are within a specific series, the position should be classified in that series rather than the Miscellaneous Clerk and Assistant Series, GS-303.

TITLES

No titles are specified for positions in this series. To avoid confusion with the Administrative Officer Series, however, it would be desirable not to use the word "administrative" in the titling. In constructing titles, follow the guidance in the Position Classification Standards-General Introduction, Background and Instructions.

EVALUATION OF POSITIONS

Individual worker positions classified to this series that are performing clerical duties and that otherwise meet the criteria for evaluation by the General Grade-Evaluation Guide for Nonsupervisory Clerical Positions are to be evaluated by that Guide.

PAGE 5, 11/79, TS-37

Individual worker positions classified to this series that are nonclerical in nature (e.g., technical positions) or that are otherwise excluded from coverage by the Guide are to be evaluated by reference to standards of the one-grade interval type that involve analogous knowledges and skills.

Positions classified to this series that exceed the grade level coverage of the General Grade-Evaluation Guide for Nonsupervisory Clerical Positions should also be evaluated by reference to other standards which provide analogous knowledges and skills, (e.g., Management Clerical and Assistance Series, GS-344; Contact Representative Series, GS-962; Editorial Assistance Series, GS-1087; or Library Technician Series, GS-1411).

POSITION-CLASSIFICATION STANDARDS

Positions classified in this series that meet the criteria of the Work Leader Grade-Evaluation Guide for evaluation as leaders are to be evaluated by that guide.

Positions classified in this series that meet the criteria of the Supervisory Grade-Evaluation Guide for evaluation as supervisors are to be evaluated by Part I of that guide.